

OFFICE OF THE CITY MANAGER

NO. LTC # 048-2011

LETTER TO COMMISSION 2011 FEB 25 PM 2:10N

TO:

Mayor Matti Herrera Bower and Members of the City Commission, S OFFICE

FROM:

Jorge M. Gonzalez, City Manager

DATE:

February 24, 2011

SUBJECT: APPOINTMENT OF ASSISTANT CITY MANAGER - DUNCAN BALLANTYNE

The purpose of this Letter to the Commission is to advise you of my recent appointment of a new Assistant City Manager. As you know, this position has been vacant since August 2010, when Robert Middaugh resigned to become the County Administrator in James City County, Virginia. I am pleased to announce that Duncan Ballantyne will be joining my Executive Staff beginning on Monday, February 28, 2011.

Duncan is a highly qualified professional who brings a wealth of local government experience over a nearly 35-year career in the profession. Most recently, Duncan has served as the County Manager in Carteret County, North Carolina, a coastal community located in the Outer Banks of North Carolina.

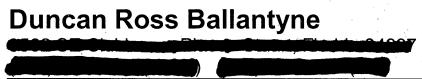
Previously, Duncan was the County Administrator in Martin County, Florida (where Jupiter Island is located). He served in this role from 2005 to 2009 and was responsible for overseeing all administrative and operational aspects of Martin County's government. Some of his organizational accomplishments included the completion of some major capital improvement projects in the community, such as a new public safety complex; a fire station; water quality and storm water treatment areas; library expansion; new courtrooms; water and wastewater treatment plants; multiple park and redevelopment area improvements; and the completion of the construction and reconstruction of major roadways – while implementing state of the art traffic congestion and management technology.

Prior to moving to Florida, Duncan served as the City Manager in Concord, New Hampshire and Bath, Maine and as an Assistant City Manager in Grand Rapids, Michigan and Charlotte, North Carolina. He began his career in local government in Charlotte where he served as a Budget Analyst.

In his role as an ACM, Duncan will join my Executive Staff in providing high-level leadership to the organization. As you know, one of my priorities since I became your City Manager has been the professional development of the Administration and refining the organizational structure as appropriate to ensure that we are responsive, efficient, and continuously improving to provide better services to our residents and community. In an effort to take advantage of Duncan's experience and expertise, I will be looking at the current organizational structure and the functional areas under each Assistant City Manager to find the best fit that will ensure that we are providing responsive and top notch service to our residents. Once I have completed my review of assignments, I will communicate them with you and your staff. If you have any questions or need any additional information, please feel free to contact me.

C: Management Team (Electronic Copy)

JMG\ri



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Executive Summary

Since 1990, I have served as the chief executive officer for three communities as either City Manager or County Administrator. In these positions, I consistently developed strategies that achieved the governing body's goals and objectives while implementing operating efficiencies and innovations. During my career, I have continued my education at some of the country's more challenging universities. Throughout a successful career spanning three decades in five states, I have continued to be guided by my professional values of integrity, service, value and innovation.

Since June, 2010 I have been employed by the International City and County Management Association (ICMA) as a Project Development Advisor for Afghanistan. Although employed, I have not yet begun my work and am unpaid until I depart for Afghanistan. In early August, an official at US AID determined that I and other members of my team were not approved to come to Afghanistan because we do not have sufficient international experience. While the determination of an appeal of this decision is due in late August, a positive outcome is not anticipated. Because I have not undertaken any work in this capacity, I have not included it under 'Experience'.

Experience

County Administrator Martin County, Florida 138,000 population

October 2005 - April 2009

As County Administrator, I was responsible for a \$400 million budget, approximately 1,000 employees and provided a wide range of services including: fire/rescue, emergency management, roads and engineering, water and wastewater utilities, solid waste disposal, general aviation airport, community development, social services, growth management, building inspection, parks and recreation, environmental quality, conservation lands, inlet management, libraries and housing.

Major organization accomplishments during my tenure as County Administrator include:

- Implemented a two-year organization downsizing that resulted in a budget reduction of almost \$50 million and over 100 positions without full time position layoffs or significant reductions in services or the general fund balance;
- Constructed a new safety complex, water quality and storm water treatment areas, library expansion, new courtrooms, water and wastewater treatment plants, and multiple park and redevelopment area improvements;
- Completed the construction and reconstruction of major roadways while implementing state of the art traffic congestions management technology; and,
- Partnered with our economic development agency in creating economic development tools while reducing development application review time.

City Manager Concord, New Hampshire 42,000 population

October 1996 - October 2005

As City Manager of this state capital city, I oversaw an approximately \$42 million budget, 470 employees, and directed a broad range of municipal services similar to those listed above with the addition of police services, golf course, ice arena, economic development, and public prosecutor.

Major organization accomplishments during my tenure as Concord City Manager:

- Initiated a Community Policing Program that created many police/community partnerships, opened substations, created a Citizens Police Academy, created a crime analysis and tactical planning function, and placed technology in cruisers and School Resource Officers in the schools;
- Reorganized the Fire Department to reduce ambulance response times, created an emergency medical quality control function, and upgraded fire inspection, public education, and prevention programs;
- Implemented tax increment financing districts to fund the redevelopment of a key downtown block with a 500 car parking deck and new Class A offices, and in the redevelopment of an abandoned polluted lumberyard into a hotel/conference center, office park, and senior housing;
- Created the City's first neighborhood revitalization program complete with neighborhood association, traffic calming, and affordable housing; and,
- Achieved an improved bond rating to AA2 (Moodys) for Concord, NH.

City Manager City of Bath, Maine 10,000 population

June 1990 - October 1996

- Passed \$13 million bond issues to fund landfill and sewer system upgrades;
- Jointly created a three-town regional economic development organization to diversity the region's defense dependent economy; and,
- Created the City's first curbside recycling and urban street tree program.

Assistant City Manager Grand Rapids, Michigan 189,000 population 1990 June 1985 – June 1990

Assistant to the City Manager / Analyst Charlotte, NC 360,000 pop. 1985 January 1980 – June 1985 Assistant to CM / 1977 – January 1980 Budget Analyst

Education

Master of Public Administration University of Cincinnati 1977 Bachelor of Arts in Political Science University of Cincinnati 1974

Additional Education

- 2003 University of Virginia Senior Executives Institute
- 1995 Harvard University Program for Senior Executives in State and Local Gov't.
- 1989 Central Michigan University Institute for Public Administration
- 1983 University of North Carolina, Chapel Hill Institute of Gov't Municipal Program
- 1980 University of North Carolina, Chapel Hill Government Executives Institute

Professional Credential

International City/ County Management Association Credentialed Manager: ICMA-CM